

STATE OF HAWAII
Accounting Manual

Volume III

Part 800: Appendix - Explanations and Related Sample Reports

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SECTION 861: PAYROLL ASSIGNMENT REGISTER

Purpose:

This report (Report No. PRD401) is used to provide the details of assignment remittances and is the supporting document for warrants issued to agents.

Frequency:

Generated every pay period.

Distribution:

Copy #1 - To Central Payroll, DAGS.

Copy #2 - To the respective agents.

Organization of Report:

This report consists of two sections:

1. The Detail Section, which lists the names of the employees and the amount they assigned to the agent.
2. The Total Summary Section, which reflects the assignment totals by types of assignment.

The sequence of the report is:

1. Alphabetical order of assignment type code (skips to a new page whenever the assignment type changes).
2. Agent code (skips to a new page whenever the agent code changes).
3. Plan code.
4. Employee name.

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SECTION 861: PAYROLL ASSIGNMENT REGISTER

ITEM NO.	DATA	DATA DESCRIPTION
<u>(DETAIL SECTION)</u>		
①	TYPE OF ASSIGNMENT	The assignment code and description.
②	AGENT	The agent's code, name, and address.
③	SS-NO	The social security number of the employee.
④	PR-DIST	The payroll number and distribution code of the employee.
⑤	NAME	The name of the employee.
⑥	ASSIGN NO.	<p>The following data is reflected for each type of assignment code.</p> <p style="margin-left: 40px;">GA - The garnishment control number NT - zeroes BA - zeroes ST - blanks SS - blanks FI - blanks AR - blanks</p> <p>Others - The Julian date when the assignment was processed by the computer.</p>
⑦	ID NO.	With the exception of garnishment (GA) cases, the data reflected in this field was input at the discretion of the agent. For garnishment cases, the court case number is reflected in this field.
⑧	PLN	The plan code. For example, bank assignments (BA) will have plan codes of "C" (checking account) or "S" (savings account).
⑨	1ST-HALF	The amount of the remittances to be credited to the account of the employee for the 1st half of the payroll month.

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SECTION 861: PAYROLL ASSIGNMENT REGISTER

ITEM NO.	DATA	DATA DESCRIPTION
(10)	2ND-HALF	The amount of the remittance to be credited to the account of the employee for the 2nd half of the payroll month.
(11)	TOTAL	The crossfooted sum of 1ST-HALF, Item (9) and 2ND-HALF, Item (10) totals.
(12)	COMMIT-MENT	The amount committed, if any, by the employee for a specific assignment.
(13)	DEDUCTED TO-DATE	The total amount deducted from the employee to-date for a specific assignment.
(14)	TOTAL AGENT:	The control totals generated for each agent.
<u>(TOTAL SUMMARY SECTION)</u>		
(1)	SUMMARY PAGE	Identifies the total summary section.
(2)		The assignment code and description.
(3)		The number of assignees involved for each type of assignment.
(4)	1ST-HALF	The amounts remitted to agents for the 1st half of the payroll month for each type of assignment.
(5)	2ND-HALF	The amount remitted to agents for the 2nd half of the payroll month for each type of assignment.
(6)	TOTAL	The crossfooted sum of 1ST-HALF, Item (4) and 2ND-HALF, Item (5) amounts.
(7)		The totals generated for each column.

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EXHIBIT A: SAMPLE REPORT KEYED TO EXPLANATION OF REPORT NO. PRD401

(Detail Section)

STATE OF HAWAII PAYROLL ASSIGNMENT REGISTER FOR PAY PERIOD ENDING MAY 31, 1972										
① TYPE OF ASSIGNMENT: BA NET SALARY ASSIGNMENT REPORT NO: PRD401										
② AGENT: 999 FAMILY BANK P. O. BOX 1111 HONOLULU HAWAII 96817										
SS-NO ③	PR-DIST ④	NAME ⑤	ASSIGN NO. ⑥	ID NO. 7	PLN 8	* ASSIGNMENT ⑨ 1ST-HALF ⑩ 2ND-HALF		TOTAL ⑪	COMMIT- MENT ⑫	DEDUCTED ID-DATE ⑬
575-12-1346	F65-195	GONER, ALICE Y.	00000				170.48	170.48	-0-	.00
575-22-0051	E70-215	HINO, CLAIRE T.	00000				195.36	195.36		.00
576-18-9761	E70-172	INOISHIMA, JOYCE K.	00000				263.29	263.29		.00
576-31-4275	E70-196	LING, FRED K. T.	72135		C		304.69	304.69		.00
575-19-1671	H07-115	NONAKA, THOMAS R.	00000				158.20	158.20		.00
576-13-4831	M01-136	SMITH, GARY Z.	00000				304.60	304.60		.00
575-30-6324	P01-110	WING, LYNN D.	00000				325.03	325.03		.00
⑭ TOTAL AGENT: 692 7* WARRANT AMOUNT 1,721.65 * .00 * 1,721.65 * 1,721.65 *										

EXHIBIT B: SAMPLE REPORT KEYED TO EXPLANATION OF REPORT NO. PR0401
(Total Summary Section)

STATE OF HAWAII PAYROLL ASSIGNMENT REGISTER FOR PAY PERIOD ENDING MAY 31, 1972				
① SUMMARY PAGE REPORT NO: PR0401	③	④ 1ST-HALF	⑤ 2ND-HALF	⑥ TOTAL
② ASSIGNMENT TOTALS				
AO ANNUITY PLAN PREMIUM	235*	13,095.99 *	13,095.99 *	26,191.98 *
AR RETIREMENT SYSTEM	94*	2,029.78 *	165,370.94 *	167,400.72 *
RA NET SALARY ASSIGNMENT	1,692*	.00 *	496,427.06 *	496,427.06 *
CU CREDIT UNION	2,524*	130,041.22 *	129,145.01 *	259,186.23 *
EC EMPLOYERS CONTRIBUTIONS	47*	.00 *	81,679.09 *	81,679.09 *
EO EMPLOYEE ORGANIZATION	3,118*	19,869.56 *	19,845.83 *	39,715.39 *
FR FEDERAL RETIREMENT	25*	1,145.63 *	1,145.63 *	2,291.26 *
FT FEDERAL WITHHOLDING TAX	1*	.00 *	310,084.47 *	310,084.47 *
GA OTHER DEDUCTIONS	113*	4,117.25 *	3,019.93 *	7,137.18 *
HH HAWAIIAN HOME LANDS	18*	595.99 *	573.49 *	1,169.48 *
HP U S CIVIL SERVICE COMMISSION	11*	123.45 *	123.45 *	246.90 *
MD MEDICAL PLAN	3,472*	22,959.90 *	22,813.65 *	45,773.55 *
NT NEGATIVE NET PAY AMOUNTS	5*	.00 *	894.82 *	894.82 *
RK PARKING FEE	318*	.00 *	1,131.00 *	1,131.00 *
RT RYUKYUAN WITHHOLDING TAX	5*	1,815.64 *	907.82 *	2,723.46 *
SB U S SAVINGS BONDS & NOTES	622*	7,693.69 *	7,707.06 *	15,400.75 *
SS FICA TAX	1*	.00 *	89,280.30 *	89,280.30 *
ST HAWAII WITHHOLDING TAX	1*	.00 *	105,333.73 *	105,333.73 *
UF COMMUNITY FUND DONATION	1,039*	2,197.44 *	2,197.94 *	4,395.38 *
UH U OF H FOUNDATION DONATION	34*	69.75 *	69.75 *	139.50 *
⑦	13,375**	205,755.29 **	1,449,057.32 **	1,654,812.61 **
MSG40012 - RUN IN BALANCE.				